

Key success factors

- conveying a positive image of yourself without appearing arrogant
- using appropriate professional-sounding language
- avoiding basic mistakes which will make you look careless

ANALYSING A MODEL TEXT

- a You see the following advertisement on a UK world music festival website. Would you be interested in applying for the job? Why (not)?



Stewards required to work at Festival UK, a well known world music festival event in the west of England from August 3rd to 7th.

Responsibilities

To ensure the safety and comfort of the public and to assist in the running of a successful festival.

To reduce any crowd-related problems, including maintaining a state of calm to minimize any injury.

To prevent unauthorized access to the site by members of the public.

Requirements

You must be aged 18 or over on the date of the festival and be eligible to work in the UK.

You must be fit and healthy and able to work in a demanding atmosphere.

You should have a high level of English, and some experience of dealing with the public.

How to apply

Email your CV to Emma Richards
(E.Richards@festivalmail.co.uk).

- b Read the first draft of an email written in response to the advertisement. What information does Kurt give in the three main paragraphs?

To: E.Richards@festivalmail.co.uk
From: Kurt Fischer
Subject: Application

Ms
Dear Miss Richards,

~~My name is Kurt Fischer.~~ I am writing to apply for the post of steward advertised in the Festival UK website.

I am a final year student at the University of Berlin and I am doing a degree in physical education. I have a high level of spoken English (C1 on the CEFR), as I lived in the United States during six months as part of an exchange program between my school and a High school in Utah. I had an American girlfriend during this period but we broke up when I came home.

As you will see from my CV, I have some relevant experience because I have worked for the last three summers helping to organize a tennis tournament in my town, Chemnitz. I was in charge of selling tickets at the entrance gate, so I am used to handing money and, on occasion, having to refuse people entry. The tournament organizer would be happy to provide a reference. He is in fact distantly related to my mother.

I am very enthusiastic on world music, and would welcome the chance to be part of this event. I believe I would be suitable for the job advertised as, apart of my experience, I am a very cheerful and extrovert person and get on well with people. Friends describe me as being calm and patient, and I think I would be able to cope if I had to deal with angry or difficult members of the public. I would definitely know how to look after myself if I got into a fight!

I attach a full CV, and if you require any further information, I would be happy to provide it. I would also be grateful if you could send me an information regarding accommodation during the festival.

I look forward to hearing from you.

Yours sincerely,

Kurt Fischer

Improving your first draft

Check your piece of writing for correct paragraphing, mistakes, irrelevant information, over-long sentences, and language which is in an inappropriate register.

- c Read the draft again and try to improve it.
- 1 Cross out three sentences (not including the example) which are irrelevant or inappropriate.
 - 2 Try to find and correct 12 mistakes in spelling (including capital letters), grammar, and vocabulary.
- d Do you think the festival organizers would have given him an interview if he had sent his first draft?

USEFUL LANGUAGE

e Look at 1–10 below. Without looking back at the draft, can you remember how Kurt expressed these ideas in a less informal way? Use the **bold** word(s) to help you. Then look at the text again to check your answers.

- 1 This letter is to ask you to give me the job as a steward. **APPLY**
I am writing to apply for the post of steward.
- 2 I'm in my last year at uni and I'm doing PE. **FINAL YEAR / DEGREE**
- 3 I can speak English very well. **HIGH**
- 4 I've done this sort of job before. **RELEVANT**
- 5 My job was to sell tickets. **CHARGE**
- 6 I'd love to work at the festival. **WELCOME**
- 7 I think I'll be good at this job. **SUITABLE**
- 8 If you need to know anything else, I'll tell you. **REQUIRE / PROVIDE**
- 9 Let me have some information about accommodation. **GRATEFUL**
- 10 Hope to hear from you soon! **FORWARD**

PLANNING WHAT TO WRITE

Brainstorm the content

- a Read the job advertisement below and underline the information you will need to respond to. Then make notes about
 - what personal information you think you need to include.
 - any relevant experience or qualifications you have.
 - what aspects of your personality you think would make you suitable for the job, and how you could illustrate them.

Do you want to work for us? Are you the right person for the job?

We are looking for fun, energetic, experienced people of any age to work as camp monitors at our day and residential summer camps in July and / or August. Children are aged between 7 and 15, and take part in a wide range of sports and activities from swimming and water sports to survival skills and cooking.

Do you enjoy working with children? Are you good at working in a team? Do you have any relevant experience or qualifications? Do you speak English either as a first language or fluently?

You can earn between £200 and £300 per week (food and accommodation provided). Minimum contract: one month.

Interested? Send an email, brief CV, and photo to Richard Cunningham at summercamp@bt.com

- b Compare notes with a partner, and discuss how relevant you think each other's information is, what you think you should leave out, and what else you might want to include.

TIPS for writing a covering letter / email to apply for a job, grant, etc.

- Make sure you use appropriate sentences to open the letter.
- Organize the main body of the letter into clear paragraphs.
- Make sure you use a suitable style:

Don't use contractions or very informal expressions.

Use formal vocabulary where appropriate, e.g. *require* instead of *need*, *as* instead of *because*.

The use of a conditional can often make a request sound more polite, e.g. *I would be grateful if...*, *I would welcome the chance to...*

- When you say why you think you are suitable for the job, don't 'over-sell' yourself. Be factual and positive, but not arrogant.
- Make sure you use the appropriate phrases to close the letter.

WRITING

You have decided to apply for the job advertised above. Write a covering letter or email. It should be approximately 250 words.

DRAFT your letter.

- Write an introductory sentence to explain why you are writing.
- Paragraph 1: give relevant personal information.
- Paragraph 2: talk about relevant experience and qualifications you have.
- Paragraph 3: explain why you think you would be suitable for the job.
- Write a closing sentence.

EDIT the letter, cutting any irrelevant information, and making sure it is the right length.

CHECK the letter for mistakes in grammar, spelling, punctuation, and register.